

DHMH 1854

Part I. Complete section below for ALL reclassification requests (vacant or filled)

A reclassification takes place only when the nature of work changes for a given position. Utilizing this form, describe the additional duties that have been added or taken away from the position. If new duties were previously assigned to another position, indicate which position. In addition, you may use this space to identify positions which perform similar duties and are already classified at the requested level. In short, indicate specifically how and why the position has changed, and why reclassification is necessary.

1) Indicate the specific new duties and responsibilities which have recently been assigned to or removed from the position (i.e., supervisory or lead worker duties/assignment or removal of specific functions):

2) If new duties have been assigned, indicate by PIN and classification the position which was previously responsible for performing the duties. If those duties are totally new to the program, so indicate:

3) If duties were removed, indicate by PIN and classification the position now responsible for performing the duties. If those duties are no longer necessary in your program, so indicate:

4) Are there any positions in your organization which perform similar duties which are already classified in the classification you have requested? ____yes ____no . If yes, please indicated PIN number(s) of comparable position(s): _____

5) Note approximate cost of requested reclass for current fiscal year: _____
next fiscal year: _____

6) Are funds available in your current budget? 9 Yes 9 No _____
Fiscal Officer Signature

Part II. Complete section below for FILLED position reclassification requests only

.02 Documentation of the Assignment of Higher Level Duties

When additional duties are assigned to a filled position that may warrant its reclassification and there is more than one qualified candidate in an organizational unit, documentation shall be retained indicating the specific reasons for selecting the qualified candidate to whom the additional duties are assigned and identifying other qualified candidates in the Unit who were considered.

An appointing authority may promote from within an organizational unit a qualified candidate who is the incumbent in a position that is reclassified without requiring that the qualified candidate be on an eligible list for the particular classification, if pertinent documentation is retained. [COMAR 17.04.02.02]

Were all qualified employees in the organizational unit notified of the promotional opportunity prior to selection? Y
_____ No _____

DHMH 1854 - Rule .02 Continued:

How was notification of the promotional opportunity made:

Announcement posted in Unit _____

Announcement made verbally in Unit _____

Announcement in writing to qualified candidates in Unit _____

Name of Organizational Unit: _____

("Organizational Unit" minimally means a group of employees within a given work setting who are rated for performance by the same supervisor to which promotional consideration was restricted.)

Unit Supervisor's Name & Title: _____

Name of Employee Selected: _____

PIN of Employee Selected: _____

Employee's Current Classification: _____ **Code:** _____

Requested Classification: _____ **Code:** _____

List all employees located in the above organizational unit who applied and are qualified for the higher classification ("Qualified candidate" means a nontemporary skilled or professional service employee who meets all requirements of the classification specification or classification description and any selective qualifications of the position):

<u>Name</u>	<u>Classification Level</u>	<u>Race</u>	<u>Sex</u>	<u>SS#</u>
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Please document why the selected candidate was chosen from among qualified candidates. (This explanation may include reasons involving experience, training, work performance, seniority, or the fact that no other competition exists for the job.)

Minimum Qualification Certification:

I CERTIFY THAT THE ABOVE SELECTION DOCUMENTATION IS ACCURATE AND THAT THE INCUMBENT SELECTED MEETS THE MINIMUM QUALIFICATION REQUIREMENTS AS OUTLINED ON THE CLASSIFICATION SPECIFICATION FOR THE REQUESTED CLASSIFICATION.

Supervisor's Signature

Unit Personnel Officer/Liaison Signature